

Board Members

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Superintendent

Dr. Donna Burge-Tetrick



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Phone 304-872-3611

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Job Description

Position: Secretary

Classification: Service

Reports to: Building Principal/Director/Coordinator/Superintendent

Evaluation: Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

FLSA Status: Non-Exempt

Job Summary:

Secretary II is a person employed in any elementary, secondary, kindergarten, nursery, special education, vocational, or any other school as a secretary. The duties may include performing general clerical tasks, transcribing from notes or stenotype or mechanical equipment or a sound-producing machine, preparing reports, receiving callers, and referring them to proper persons, operating office machines, keeping records and handling routine correspondence. There is nothing implied herein that would prevent such employees from holding or being elevated to a higher classification.

Secretary III is a person assigned to the county board office administrators in charge of various instructional, maintenance, transportation, food services, operations and health departments, federal programs, or departments with particular responsibilities in purchasing and financial control or any person who has served for eight years in a position which meets the definition of secretary II or secretary III.

Qualifications:

- High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
- Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
- Criminal background check per WV Code §18-5-15c
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Performance Responsibilities:

- Performs all major secretarial functions of an office, as well as basic administrative assistance tasks, in order to facilitate effective operations of (one or more) central school system administrator(s).
- May operate electric typewriter, adding machine and/or calculator, dictaphone, photostatic copier, telephone, and computer/word processor.
- May sometimes request clerical assistance from other offices.
- Paperwork of the office may require confidentiality and/or accurate record keeping.
- Contact within and outside the system requires general human relations skills. Timeliness in performance of tasks is important.
- Types letters and/or documents which may be of a technical and/or confidential nature.
- Composes and types letters of routine nature for supervisor's approval.
- Assembles and submits relevant data from files, etc.
- Compiles statistical information as directed.
- Sets up and types of materials, reports, and similar presentations, usually in prescribed form, but with some individual judgment.
- Acts as receptionist for the administrator(s), screening telephone calls, letters, and/or visitors; answers questions, and furnishes information, when possible, to save supervisor's time; schedules appointments.
- Maintains positive work habits.
- Performs duties efficiently and productively.
- Maintains and/or upgrades job-related skills.
- Develops and maintains a safe work environment at all times.
- Perform all other related duties as assigned

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to walk, use fingers, tools, and/or controls.

The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 pounds such as to lift files and paper.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is usually quiet to loud (40-90 dB) depending on the assignment of the position. The employee continuously interacts with the public, students, and staff.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

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